

MONROE SCHOOL DISTRICT #1J  
365 North 5<sup>th</sup> Street  
Monroe, OR 97456 541/847-6292

**Attendance Supervisor's Irregular Attendance Notice**

Date \_\_\_\_\_

Parent(s)/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

After review of attendance records, your child, \_\_\_\_\_ (Student's Name) \_\_\_\_\_, is not maintaining regular attendance as required by ORS 339.065.

Regular attendance is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period school is in session.

According to school attendance records, your student has had unexcused absences from school \_\_\_\_\_ days on the following dates: \_\_\_\_\_.

Please send your student to school no later than the next school day following receipt of this notice and maintain your student in regular attendance for the remainder of the school year.

You may request an evaluation to determine if your student should have an individualized education program (IEP), or request a review of your student's current IEP. If you request an evaluation for an IEP or a review of a current IEP, a conference will be held after such evaluation or review.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is:

Linn-Benton-Lincoln ESD  
905 4<sup>th</sup> Avenue  
Albany, OR 97321  
[www.lblesd.k12.or.us](http://www.lblesd.k12.or.us)  
541-812-2600

If you have questions, please contact my office at 541/847-6292.

Sincerely,

Superintendent

c: Principal